CAPPS Financials — User Group Meeting Minutes
Thursday, April 25, 2019
9–11 a.m.
Travis Building, Room 1-100

I. Welcome (Tony Martin)
- Roll call was taken for conference call attendees.
- User group meeting materials will be posted on FMX.
  - To be added to the user group distribution list, email the CAPPS Governance and Communications team at CAPPS.GTT@cpa.texas.gov.
- The vote to elect a new large-size agency voting representative has been completed. The new representative is Christi Goods from TJJD. Christi is finishing out the remainder of the current biennium, which ends on Aug. 31, 2019.
- The Hub agency Health and Human Services (HHS) has a new voting member. Lisa Cole is replacing David Schneider as the primary for tracking and voting.

II. Production Update: Financials Support Requests (SRs) (Tony Martin)

- **SR Summary and Trend Report**
  - The *CAPPS Financials Summary and Trend Report 04/25/19* document was reviewed.
    - There were 604 active SRs for the month of March, with 211 in high priority status.
    - The trend showed an increase with 410 new SRs opened, compared to 300 in February. However, 400 SRs were closed so the ratio of opened vs closed continued to be within range.
    - On average, CPA opens 40-50 SRs each month for agencies that have outstanding items on the *HX Recycle Browser*. Agencies need to pay special attention to *HX Recycle* and plan to make adjustments.

- **Governance Approved Enhancements**
  - The *CAPPS Financials Governance Approved SRs 04/25/19* document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
    - SR 9329 is now in *System Test*. This enhancement allows the full USAS Doc Number to display when the voucher is saved, as well as put vouchers into the recycle status when Texas custom fields are in error.
      - Once this SR moves into user acceptance testing (UAT), agencies should test the functionality and to communicate these changes to end-users.
    - SR 8834 was migrated to production on April 11 and is now in *Completed* status. With this implementation, there is a notable difference on the summary pages when vouchers are sent to USAS.

- **Required Maintenance**
  - The *CAPPS Financials Required Maintenance 04/25/19* document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
    - SR 12268 is now *in Work*. This change removes the *Override Schedule Quantity* message when copying requisitions because the message serves no functional purpose.

- SR 8273, which adds the USAS Pre-Release page to CAPPS Financials, is now in UAT. Agencies with staff that use this page should ask their staff to go into UAT and become familiar with the process prior to implementation.
  - If you have questions, have your Level 1 support staff contact the CAPPS Help Desk for assistance.

III. Upcoming Vote: SR Submitted to Governance (Tony Martin)
- The CAPPS SR Submitted to Governance 04/25/19 document was reviewed.
- SR 11092 adds *Freight, Miscellaneous Charges*, and *Monetary Amount* to each distribution line on the voucher page.
- SR 14289 adds approval status to the report header and complete approval history after the journal detail in the report.
- SR 7276 creates a new statewide report in CAPPS based on the TJJD Requisition Workflow report currently in business objects.
- SR 10777 makes field updates to the statewide LBB Report.
  - Existing fields for *New Contract* and *Contract ID* is renamed to *New Record* and *Record ID*, respectively.
  - A new field for *Source* is also be added.
  - These changes are necessary to meet the requirements from recent enhancements to the LBB interface table to include both *Purchasing* and *Contracts.*
- SR 11992 makes modifications to the Pre-Release Daily Activity report that puts key information all in one place for users to access.
  - This is a significant change to the *Run Control* so the report can run and be distributed via the batch schedule.
  - Voting members need to review this information carefully and talk with their represented agencies to make sure everyone understands the impact of this change.
  - Submit questions to the CAPPS team via the Help Desk process.

IV. Project Update: Financials Fiscal 2019 Deployment (Steve Schiurring)
- The ***CAPPS Fiscal 2019 Financials Agency Deployment Project Dashboard 04/25/19*** document was reviewed.
- The project is green and on track for 19 new agencies to deploy on Sept. 3, 2019.
- Key items in the next 30 days:
  - Complete end-to-end system test phase 3.
  - Complete security work sessions and load agency user security.
  - Conference room pilots will be completed but agencies may still request sessions on an as-needed basis.
- Performance testing begins in May and runs through mid-June.
- Analysis and build phase have been completed.
- UAT starts on May 28 and runs through the end of July.

V. Upcoming Meeting
- Tuesday, May 25, 2019, in Travis Building, Room 1-100.